

December 13, 2012

**Subject: Minutes of Pre-Proposal Conference held on December 12, 2012, for the Hotel Accommodation for FSI Trainings**

**Ref: RFP No. SRP380-13-R-0001**

## **INTRODUCTION**

The C&P Supervisor, Belle Mecabalo, welcomed all attendees and presided over the pre-proposal conference. The IM/ISC was represented by Omer Orozco and Virgilio de Guzman.

## **DISCUSSION OF THE SOLICITATION PACKAGE**

Deadline for submission of the proposals is on January 3, 2013, no later than 4:00 P.M. No late proposals will be accepted after this time. The proposals shall be submitted to the Contracting Officer at US Embassy, Seafront Compound, Pasay City.

**The following sections of the solicitation were highlighted:**

- Standard Form (SF) 1449
- Section 1. The Schedule
  - I. Scope of Services
  - II. Period of Performance. C&P pointed out that in contrast to the current contract which has a one-year duration, the performance period for this solicitation is base year plus one-year option or a total of two years.
- Minimum and Maximum Amounts
- Continuation to SF-1449- Description/Specifications/Work Statement
- Section 2. Contract Clauses. *The clause FAR 52.222-50. Combating Trafficking in Persons, was emphasized.*
- Section 3. Solicitation Provisions and Addendum to Solicitation Provisions (Facility Inspection)
- Section 4. Evaluation Factors
- Section 5. Offeror Representation and Certifications

The CO stressed the importance of following the instructions in Section 3, addressing all the requirements of the solicitation and filling all the blanks in Section 5 as appropriate. An incomplete proposal may be rated as unacceptable.

Participating offerors were given until December 12, 2012, to submit to C&P section any questions concerning the solicitation, via fax no. (632) 548-6762.

The following questions were received and answers are being provided herein:

1. What type of proposals does the U.S. Government (USG) expect? Can we follow our own format or will the USG send a chart to be filled up?

**Answer:** Please refer to Section 3- Solicitation Provisions for the summary of instructions.

2. Does USG need a certified true copy of Financial Statements, BIR, SEC, etc. will certified copies be acceptable?

**Answer:** A certified copy of these documents is acceptable.


### **Conclusion**

The discussion concluded and attendees were thanked for their presence and expression of interests in serving the U.S. Government.


Prepared by:

Reviewed by:


Approved by



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